

Job Openings and Labor Turnover Report

U.S. Department of Labor



Bureau of Labor Statistics, JOLTS DCC, 61 Forsyth Street SW, Rm 7T50, Atlanta, GA 30303 / Phone: (800) 341-4620 / FAX: (800) 876-2815 / www.bls.gov

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IWR# SIC4 O A AUXNA6 CTY TWP ANAVEMP RUN M

(999) 999-9999 Ext. 9999 FAX (999) 999-9999

Your reporting number is: **12345678**

Need help with this form?
Call 1-800-341-4620.

LEGAL-NAME XXXXXXXXXXXXXXXXXXXXXXXX35
TRADE NAME XXXXXXXXXXXXXXXXXXXXXXXX35
ATTN: CONTACT NAMEXXXXXXXXXXXXXX??
JOLTS ADDRESSXXXXXXXXXXXXXXXXXXXXX35
JOLTS ADDRESS2XXXXXXXXXXXXXXXXXXXXX35
JOLTS CITYXXXXXXXXXXXXXXXXXXXXX30 ST ZIP5X-ZIP4

1 This form requests information about job openings and employee turnover at:

TRADE NAME OR LEGAL NAME XXXXXXXX35 COUNTY: XXXXXXXXXXXXXXXXXXXX20
PHYS LOCATION OR JOLTS ADDRESSXXX35 RPT-UNIT-DESCR XXXXXXXXXXXXXXXXXXXX35
PHYS LOCATION 2 OR JOLTS ADDRESS2X35 UI: 1234567890 in STATEXXXXXXXXXXXXXX
PL-CITY OR JOLTS CITYXX30 ST 12345-6789

2 Please check all that apply: Employees are paid

☐ each week ☐ every two weeks ☐ twice a month ☐ once a month ☐ other

3 Please provide data for the time period indicated for each item. Enter 0 if none. See the explanation of these terms on the back of this page.

| Report for month of: | EMPLOYMENT | JOB OPENINGS | HIRES | SEPARATIONS | | |
|----------------------|--|---|---|--|--------------------------------|---------------------------|
| | Total number of: • Faculty under contract, and • All other full- or part-time employees who worked or received pay for the pay period that includes the 12th of the month | A job is open if it meets all three conditions : • A specific position exists • Work could start <i>within 30 days</i> • You are actively seeking workers from outside this location to fill the position | A hire is any addition to your payroll, and: • May be new, rehired, or recalled from layoff • May be permanent, short-term, or seasonal | Report by type of separation in the columns below. Column D Quits, except retirements Column E Layoffs, discharges, and other terminations initiated by the employer Column F Other separations due to: retirements; transfers from this location; deaths; employee disability | | |
| | A Total Employment for the pay period that includes the 12th of the month | B Number of Job Openings on the last business day of the month | C Hires for the entire month | D Quits | E Layoffs and Discharges | F Other Separations |
| | ----- for the entire month ----- | | | | | |
| Sep 1999 | | | | | | |
| Oct 1999 | | | | | | |
| Nov 1999 | | | | | | |
| Dec 1999 | | | | | | |
| Jan 2000 | | | | | | |
| Feb 2000 | | | | | | |
| Mar 2000 | | | | | | |

IMPORTANT

This form requests information about employees *on your payroll* at the location shown in Section 1 on the front of this page. Please follow these instructions as you prepare your information.

Column A

Total Employment

for the pay period including the 12th of the month.

Report all faculty under contract, and all other persons on your payroll who worked or received pay for the pay period that includes the 12th of the month.

INCLUDE:

- Full-time and part-time employees
- Salaried and hourly workers
- Faculty under contract, regardless of whether they receive pay when school is out
- Teachers on paid sabbaticals
- Employees on paid vacation or other paid leave
- Substitute teachers who worked during the pay period (except substitutes paid as individual contractors)

DO NOT INCLUDE:

- Employees on strike for the entire pay period
- Non-teaching employees who did not work or receive pay for the entire pay period
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Column B

Job Openings

on the last business day of the month.

Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets **all three** of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The *job* could start *within 30 days*, whether or not you find a suitable candidate during that time, **and**
- You are *actively recruiting* workers from *outside* the location shown in Section 1 on the front of this page

What is active recruiting? Active recruiting means your organization is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking with colleagues or making "word of mouth" announcements; accepting applications; interviewing candidates; contacting employment agencies; or soliciting employees at job fairs, state or local employment offices, or similar sources.

DO NOT INCLUDE:

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Column C

Hires

for the entire month.

Report all additions to your payroll during the month.

INCLUDE:

- Newly hired teachers, substitutes, administrators, and other workers
- Permanent, short-term, and seasonal employees
- Full-time and part-time employees
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month
- Employees who were recalled following a layoff lasting more than 7 days

DO NOT INCLUDE:

- Employees returning from summer vacation, unless they had been formally separated
- Employees returning from strikes
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants

Columns D, E, and F

Separations

for the entire month.

Report all separations from your payroll during the month.

Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.
- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
 - Layoffs with no intent to rehire
 - Discharges because positions were eliminated
 - Discharges resulting from mergers, downsizing, or closings
 - Firings or other discharges for cause
 - Terminations of seasonal employees (whether or not they are expected to return next season)
 - Layoffs (suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
- **Column F, Other Separations:** Retirements; transfers to other locations; deaths; or separations due to employee disability

DO NOT INCLUDE:

- Transfers within this location
- Employees on strike
- Substitute teachers who are between assignments
- Employees of temporary help agencies, employee leasing companies, outside contractors, or consultants